

# ICN POLICY

(Iowa Communications Network)

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ICN sessions are held in the Conference Room. ICN meetings may be scheduled according to availability of the room. There is no charge for any authorized user (Definition of authorized user in *Iowa Code 2015, Section 8D.9*). ICN users must adhere to the Marion Public Library Meeting Room Policy. Meetings must be scheduled during regular library hours. Exceptions to this policy may be granted by the library director or designee.

The general public is not always eligible to attend ICN meetings.

The library is not responsible for any interruptions of meetings or their cancellations or failures. The user waives any and all liability of the library board, its staff or agents, and the City of Marion, Iowa, for such interruptions or cancellations.

Each organization using the ICN will be expected to see that members and guests conform to standards of good behavior. The organization agrees to be financially responsible for any damage to library property. Misconduct or damage to library property will be grounds to refuse meeting space to the organization. At the discretion of the library director or designee, the meeting or event may be terminated immediately.

ICN requests must be made in advance following ICN procedures. The user is financially responsible for all ICN telecommunication charges incurred for the use of the room. Cancellations less than 48 hours before the scheduled meeting may result in the user being billed for the meeting by the ICN.

Granting permission to hold a meeting via the ICN does not imply approval or disapproval of the purposes or expressions of the ICN users by the library board or staff.

All groups using the library's ICN room must comply with the "Americans with Disabilities Act" and are responsible for providing qualified interpreters or auxiliary aids if requested. The library meets ADA requirements and the parking lot contains handicapped accessible spaces.

When required, training on the proper use of ICN equipment will be scheduled with library staff.

The ICN room accommodates up to 12 people.

Use or transmission of copyrighted materials without prior approval of the copyright holders is prohibited. Appropriate use of copyrighted material is the responsibility of the authorized user, not the Marion Public Library.

Adopted by the Board of Trustees (8/10/98)

Revised 7/12/99

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